

## 2022 AIS Control Grant FAQ

### Questions: Updated 2/8/2022

#### **I read that lake improvement districts are not eligible for the one-time funds to lake associations, can I still apply for an AIS Control Grant?**

Yes. Local units of government and government entities such as watershed districts, counties, lake improvement districts, park districts, tribes and cities are still eligible to apply for a Traditional Control Grant during the January 21 – February 21 application period. Up to \$400,000 in regular program funds will be available other organizations that do not qualify for the one-time funding to lake associations.

Also, LIDs and other local units of government can partner with lake associations on an application for the one-time funds. For example, if a LID was interested in a “New Infestation and Innovative Control Grant” project, they could partner with a lake association. Then, the lake association would submit the grant application, and if awarded, manage the grant funds and execute the grant work plan. Local units of government that are qualified to provide services in the grant work plan (e.g., delineations, point-intercept surveys or treatments) can also be hired, provided they follow the requirements of the grant program.

**Please ensure that any application from a lake association contains organization information from that lake association. This is especially important for the SWIFT Supplier ID.**

#### **A special note regarding two-year projects:**

In 2022, we will be allowing for two-year projects, provided the work can be completed before 7/1/2023 and a Regional Invasive Species Specialist has confirmed the second year of treatment is 1) likely to be necessary and 2) likely to occur before 7/1/2023. Some treatment projects may not be possible in this timeline.

For example, yellow iris treatments typically occur later in the summer when the plants flower and would not be a feasible two-year grant project.

Similarly, some Eurasian watermilfoil treatments occur in later summer (July, August), depending on the region, lake and management strategy and goals. Later season Eurasian watermilfoil treatments also would not be feasible two-year projects.

Notably, there are relatively few disadvantages to apply for two years of treatment if you anticipate needing to treat again in 2023. Applying for two years of treatment does not influence your chances of receiving a grant. Of course, it is hard to predict treatment conditions that far into the future, but barring unexpected growth and much larger treatment acreages in 2023 than what you estimate now, receiving two years of funding will likely help reduce uncertainty about treatment logistics in 2023.

## How do I save a grant application to my computer for filling and signing?

When you click the link to the grant application on the AIS Control Grant Webpage, your application will either open in that window or in a new window in your internet browser. You can fill, but not save or sign an application in your browser.

To save your grant application to allow you to sign it:

1. Right click on the PDF open in your browser.
2. Select "Save As".
3. Save the document somewhere you know you can find it, either a folder you've been using for your application or even your desktop.
4. Open the document from your computer. It should be open in "Adobe Reader" by default.
  - a. If you don't have the software, it is freely available here: <https://get.adobe.com/reader/>
5. Now, you will be able to fill, sign and save your document.
6. You sign the document by clicking the signature box at the bottom of the application page. Adobe Reader will guide you through steps to provide your electronic signature.

## We are a lake association that has partnered with a local unit of government as a part of "One Watershed, One Plan" in the past, can we still list this as a partnership in our "New Infestations and Innovative Control Grants" application?

Yes, but please note that this was a past partnership and whether you will be likely to reestablish the partnership for the proposed project.

## Our lake has both a lake association and a lake improvement district (LID) that typically conduct separate treatment projects, can we apply for two grants? (e.g., the lake improvement district for a Traditional Control Grant and the lake association for a New Infestation and Innovative Control Grant)

We are still limiting grant awards to one per unique waterbody ID and encouraging groups that conduct invasive aquatic plant treatments on the same waterbody to coordinate on a single application.

So, the LID (or other local unit of government) and the association could coordinate for a single grant in each lake that would cover the treatment work for both efforts. For the application, the proposed acreages from the LID and the association could be added together as long as they're proposing treatment in different areas. That would provide additional support for each grant.

The two grant types do differ in their target invasive aquatic plants, which could complicate the application process. If you have a situation where a single grant application does not fit for this reason, please get in touch with Jake Walsh (Jake.Walsh@state.mn.us).

## Our lake has a lake association applying for a "New Infestations and Innovative Control Grant" for starry stonewort and an LGU applying for a "Traditional Control Grant" for curly-

**leaf pondweed. We read that we should “only apply for one grant type per waterbody”, can we apply for two different grants for the same lake?**

While we want to spread the grant funds out to as many lakes as possible by only allowing one application per waterbody, the eligibility around the one-time funds to lake associations and the associated new, one-time grant type for “New Infestations and Innovative Control Grants” does add some complexity here.

In this case, where the target species are different and unique to one grant type in the case of starry stonewort, it may be acceptable to submit two separate applications.

Please get in touch with [Jake.Walsh@state.mn.us](mailto:Jake.Walsh@state.mn.us) if you feel your situation would be similarly challenging to fit into a single grant application.

**For “New Infestations and Innovative Control Grants”, do we need to follow the same third-party surveyor requirement for the point-intercept surveys as we do for the pre-treatment delineation survey?**

No. The third-party requirement for the delineation survey is necessary to avoid the conflict of interest around delineation surveys determining the scope/scale of treatments as per state policy. Because the point-intercept surveys are not used in determining treatment areas, the same contractor could be used for the point-intercept surveys and treatment.

## **Relevant Questions from past years, Updated for 2022 Application Process**

**I signed the Application with Assurances PDF using the Adobe Reader Electronic Signature software, is this an acceptable signature?**

Yes. In fact, we prefer this signature method as it greatly streamlines processing grant applications. To sign the PDF using the Adobe Signature:

- Open the document using free “Adobe Reader” software. (Note: you can fill but not sign a PDF using most browsers, in order to sign, open the PDF in Adobe Reader).
- Complete the form beginning on page 2.
- Click the signature space (bottom of page 3 for Traditional Control Grants, bottom of page 5 for New Infestations and Innovative Control Grants) to begin the electronic signature process. Reader will provide a pop up window to set up an electronic signature if you haven’t used the program for signatures before.

If you are unable to fill or sign the document electronically, you can print, fill, and sign the document by hand, then scan the document to submit it via email.

**I am representing an organization that does not provide delineation or treatment services, do I need a SWIFT Supplier ID?**

Yes. Grantees make all arrangements and payments up front, and grant award funds are used to reimburse eligible expenses incurred by your organization while completing these steps of the grant work plan. Your

organization will need a SWIFT Supplier ID in order for MN DNR to reimburse project expenses (which often include hiring contractors for the delineation and treatment services).

### **How do I access my SWIFT Supplier information?**

There's a link in the Grant Request for Applications and Program Information" document that should have more information. Help Guides: <https://mn.gov/mmb/accounting/swift/vendor-resources/vendor-reference-guides/>

You'll want to determine if your organization already has an account. If so, you should be able to track down your login information (or update your password if it's been lost) and find your supplier ID and address there.

Request User ID and Password: <https://mn.gov/mmb-stat/documents/swift/training/trainingguides/swift-sup-portal-request-user-id-and-password.pdf>

If your organization does not have an account in the SWIFT system, you can follow the directions here to request one. Register as a Supplier: <https://mn.gov/mmb-stat/documents/swift/training/trainingguides/swift-sup-portal-register-as-supplier.pdf>

Otherwise, here's the contact info for the SWIFT help desk: <https://mn.gov/mmb/accounting/swift/help-desk/>

### **If you are unable to find your SWIFT Supplier ID by the February 21 deadline:**

Fill in the "Minnesota SWIFT Supplier ID" field with your organization's federal tax identification number (TIN). Please make a note in parentheses that this is your TIN number (for example: "##### (TIN)"). This will not affect your chances at a grant award, but it may slow the grant execution process (grants need to be fully executed and grantees need to receive the official Grant Award Notice for project work to begin).

### **We will be treating CLP and EWM, can we apply for two grants?**

Grants will be limited to one award per lake (as determined by its unique Lake ID).

In cases of two separate treatments for CLP and EWM, you may sum together both proposed project acreages for the "Proposed Project Acreage" field in the Grant Application with Assurances. You can attach both IAPM permits with the single grant application in the submission email.

In cases of a single treatment for both CLP and EWM, project acreage will be determined normally as the total acres included in the treatment.

### **The grant instructions reference the "authorized representative of the grantee organization" for the signature of the Grant Application with Assurances. As president of my lake association, is that me?**

Likely yes. Many organizations will have determined who in their organization has delegated authority to sign grant contract agreements on behalf of the organization. In the Grant Application with Assurances, we refer to these individuals as "officials with delegated authority to sign" or "authorized representatives of the grantee organization".

**The grantee “Official with Delegated Authority” has signed the grant application, can I submit on their behalf?**

Yes, we can accept applications submitted on behalf of grantees as long as they have signed the Grant Application with Assurances agreeing to the terms of the grant.

**We have a delineation survey from 2021 that our Regional Invasive Species Specialist deemed satisfactory for determining treatment areas in 2022. However, it was completed by the same contractor we plan to have do the treatment. Does the third-party delineation requirement still apply in this case?**

Yes. The contractor who did the survey has to be different from the contractor doing the treatment.

**Will grants or emails be randomly ordered for selection?**

Traditional Control Grants will be entered into a database to be ordered for selection. As such, if you are responsible for multiple grants, how you submit them by email will not affect your grants’ chances at being selected.

**I’ve just submitted my permit application, but I haven’t received a permit.**

You do not need an issued permit for the grant application, just the permit application itself. If the application is a renewal of a past permit, you still need to submit the permit application alongside your filled and signed grant application. You can follow the instructions in the document linked here to download your IAPM Permit Application:

<https://files.dnr.state.mn.us/eco/invasives/saving-your-iapm-permit-application.pdf>

If you are unable to download your application as a PDF (for example, if your Specialist submitted a renewal on your behalf), you can submit a screenshot of your completed application in MPARS.

**We had a delineation done last year, do we have to do one this year?**

Likely yes. Some delineation surveys done in the mid to late summer of 2021 may be adequate to define treatment areas for 2022. If you believe a delineation survey done in 2021 is adequate to establish treatment areas in 2022, please include it with your permit application. It will be reviewed when your permit application is reviewed. If it is acceptable, the requirement for a new survey will be waived.

**I have a group wanting to control EWM by chemical control and hand pulling. Should they just indicate the total amount of proposed acres (chem & manual) on their grant application, or do they need to fill out two separate grant applications?**

They should just send in one application and check off both chemical and mechanical.

**Can we submit a preliminary permit application that doesn't have any property owner signatures and submit those later or does the application need to be complete when we submit it?**

You can submit your permit application without the signatures, and download a copy to include with the grant application. You will have to get those signatures before the permit is issued.